



Student Support Fund
Documentation Booklet 20/21

SFE example notification

Current year of Academic Study 20/21

2016/17

Your Student Finance Breakdown

Name: M Demonstrator
Customer Reference Number: [REDACTED]

You will need to pay back the Tuition Fee Loan and Maintenance Loan.

Tuition Fees	
Tuition Fee amount	£
Tuition Fee Loan available to you:	£
Tuition Fee Loan to be paid to your university or college:	£
	£9000.00

Maintenance Loan	
Loan not based on household income:	£
Plus loan based on household income:	£
Minus loan repaid with grant ¹ :	£
Equals loan available to you:	£
Loan requested:	£
Loans to be paid to you:	£

Grants	
Maintenance Grant:	£
Grants Total:	£

¹ This amount of your Maintenance Loan has been repaid with a Maintenance Grant. This means you have less student finance to repay. For more information go to www.gov.uk/studentfinance.

Payment of your student finance will be made to the following bank or building society account:

Sort Code	Account Number
000000	****0000

The first four digits of your account number are not shown for security reasons.

Beware of fraudulent emails from anyone claiming to be Student Finance England. We will never ask you to update your bank details or verify your student account details by email.

If you are not income assessed we cannot complete a full assessment

NHS bursary example notification

Current year of Academic Study 20/21

Student Services
www.nhs.uk

NHS
Business Services Authority

Private and Confidential

Nottingham Close
Micklethorp
Ridgeway House
Bristol, BS2 0PH

Telephone: 0800 330 1345
Email: nhsbsa.sbaccount@nhsbsa.nhs.uk
Website: www.nhsbsa.nhs.uk/nhsbsa

Student Reference Number: [REDACTED] Date: 13 January 2016

Student's name: [REDACTED]

Notification of Award - Academic Year:

Thank you for completing your NHS Bursary application form for the 2015/16 academic year.

Subject to confirmation of your attendance on an NHS funded training place at UNIVERSITY OF SOUTHAMPTON or studying Mental Health Nursing, (Sponsoring and being in attendance for 300 days) we can confirm you are eligible to receive the following award:

Award Type	(Means Tested)
Basic Award	£
Non-means tested Grant	£
Extra Weeks Allowance	£

Net Payable Award

The 'Net Payable Award' shown above has taken into consideration the following contributions to your award:

Parental / Spouse Contribution	N/A
Student Contribution	£0.00
Total Contribution to award	£0.00

If you are not means tested we cannot complete a full assessment

Tax Credits example letter

→ Current year (please include ALL pages)

HM Revenue & Customs
 Helpline 0345 300 3900
 Textphone 0345 300 3900
 For our opening hours go to www.gov.uk/about/contact-hmrc
 TOO PRESTON 6
 TOO GOVERNMENT BUILDINGS
 PRESTON
 LANCIS
 PR1 5YF
 Date 21 September 2016

Amended tax credits award for 06/04/2016 to 05/04/2017
 MS National Insurance number

Summary
Tax credit for the period - see Part 2
 Working Tax Credit (other than childcare) £2310.40
 Childcare element of Working Tax Credit £1.70
 Credit Tax Credit £9195.92

Amounts still to be paid to you for the period shown above - see Part 3
 Working Tax Credit to MS-FRANCINE NEEDHAM £1914.32
 Child Tax Credit and Working Tax Credit (childcare) to MS-FRANCINE NEEDHAM £3314.62

Tax credits are based on your personal circumstances and income for the whole tax year. After the end of the tax year, when all the information is known, we make a final decision about how much you are entitled to receive.

Part 1 shows your circumstances, including your income. Please check this part and tell us immediately if anything is wrong, missing or has changed. For more information, it shows how we calculate your tax credits.

Part 2 for information, it shows how we calculate your tax credits.

Part 3 gives details about any payments we will make for the period shown above.

Your rights and obligations
 Your Charter explains what you can expect from us and what we expect from you. For more information go to www.gov.uk/lettertoyour-charter.

Why we are writing to you
 Thank you for telling us that your circumstances have changed.
 Your income or benefits have changed.

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HM Revenue & Customs
Amended tax credits award for 06/04/2016 to 05/04/2017
 MS National Insurance number

Payment dates and amounts
 We will make all payments direct to you.
 23/09/2016 £99.95
 Then every week until further notice £58.31
 We will usually pay you on a Thursday.

Payments in 2017-2018
 These are provisional payments. They take account of changes that we can predict will affect the amount of your award.
 We will make all payments direct to you.
 06/04/2017 £75.36
 Then every week until further notice £74.62

Child Tax Credit
 Amount still to be paid to MS-FRANCINE NEEDHAM £3314.62

Account details
 We will pay all your Child Tax Credit into this account, so it is important to tell us immediately if these details are wrong or change.
 SANTANDER
 Account name MS
 Account number ****7634
 Sort Code 090127
 Building society reference (if any)

Payment dates and amounts
 23/09/2016 £118.53
 Then every week until further notice £118.37
 We will usually pay you on a Thursday.

Payments in 2017-2018
 These are the payments we will make provisionally. They take account of changes that we can predict, for example a child reaching 16 or a young person reaching 18 or 19.
 06/04/2017 £115.54
 Then every week until further notice £115.28

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Wage slip example

(Where possible 3 months are required)

Employee Name	Employee ref no	Employer name/ref
	379	Any employer xxx/xxxxxxx
Payments	Deductions	To Date
80 hours @ £12.50 1	Income tax £23.33 2 National Insurance £39.36 3	6 7 8 9 A 30/06/2015 3 5 1060L AB 12 34 56 AB 12 34 56 BACS 4 £937.31
TOTAL £1,000.00	TOTAL £62.69	NET PAY

Bank statement example



- Original format
- Must cover 3 consecutive months
- Your name, bank sort code and account number
- Provide details of any entry of £100 and over

Tenancy contract example

- Must be contract relating to current academic year. Must be signed, show number of occupants and amount being paid.

TENANCY CONTRACT

The Agreement Made on _____ day of _____ 20____

BETWEEN

1. _____
 2. _____
 3. _____
 4. _____
 5. _____

(One Party)

AND

_____ of _____ (State Name) into the 'TENANT'

(The Other Party)

WHEREAS:

- 1) **Property Address**
 The Tenant has agreed to lease on rent the room number _____ in the property known as
 Street Address, City, State & Zip Code
- 2) **Rent/Est Basis**
 - Monthly rent \$ _____ inclusive
 - Rent payable pro-rata monthly in advance
 - The first rent is payable on the commencement day of this agreement and on the last day of each month thereafter.
 - Security deposit amount \$ _____
 - For a period of _____ months commencing the date of this agreement.
 - The Tenant agrees to pay the monthly rent by banker's standing order and will complete the necessary form to this effect in favor of the Landlord.
 - **Rent Review**
 - The amount of monthly rent stated in this agreement will remain fixed for the full length of the term.
 - In the event, at the end of the stated term the tenancy is extended for a further period, the Landlord will be at liberty to consider an increase in the rent to reflect a like amount of increases in the cost of all the services he is providing and the general inflationary increase. However, there will be an upper ceiling of _____% of the rent issue. Any subsequent revision can only be done at the anniversary of the last rent review date.
 - If this tenancy is for a period of less than six months, and the end of the term is extended, the rent shall increase will be only after expiry of a total of 6 months tenancy.
 - At the time of the next review, the Landlord may also demand a further deposit amount before granting any extension.
 - Rent increases at any other time or for an amount greater than agreed herein can be done only if the Tenant agrees.
 - In the one-month period following the service of Rent Review Notice, the Tenant may serve on the Landlord a written notice to quit and if the Tenant so terminates the tenancy and vacates the room the Rent Review Notice shall be of no effect.
- 3) **Termination of Tenancy**
 - With the agreement of both the tenant and the Landlord the tenancy may be brought to an end at any time, by one month's notice from either party.
 - Any tenancy agreed upon expiry of the existing tenancy, the subsequent tenancy will automatically run on from one year period to the next on the same terms as the original fixed term until terminated.
- 4) **At the Termination of Tenancy**
 The tenant must:

Council tax example

Revenue & Benefits, South Wales House, South Wales Road, Doncaster, Donal D11 1JZ
Tel: (01524) 219192 or (01524) 527257 • Fax: 01524 527257
Website: www.doncaster.gov.uk • Email: revenue@doncaster.gov.uk

Council Tax Bill for the Financial Year 2016/2017

REFERENCE: []
ISSUE DATE: 23.04.2016 BILL NO: 3/100
PROPERTY ADDRESS IF DIFFERENT: []
THE VALUATION BAND FOR YOUR COUNCIL TAX IS: C

TO: []
DORES: []
DPS ARE: []

The Council Tax bill for the financial year 2016/2017 has been assessed as there has been a change in your household which affects entitlement to a discount.

The statement below details the revised charge for this property:
Council tax for Band C - 30.04.2016 to 31.03.2017 £1561.11
Less 25% discount - 01.04.2016 to 31.03.2017 -877.00
As all discounts except one are disregarded (see section 1 onwards)
Total due for the period 30.04.2016 to 31.03.2017 £684.11

TOTAL AMOUNT PAYABLE £684.11

PAYMENT INSTRICTIONS
THIS COUNCIL TAX IS 10 PAYABLE AS FOLLOWS:

02.04.2016	£141.11	03.10.2016	£114.00
02.07.2016	£141.00	01.11.2016	£114.00
02.09.2016	£141.00	01.12.2016	£114.00
02.09.2016	£141.00	02.02.2017	£114.00

PLEASE REFER TO THE BACK OF THIS BILL FOR HOW TO PAY - MAY NOT CONSIDER PAYING BY DIRECT DEBIT

→ Must show current year (not required for student)

Car insurance example

→ Must show current year of insurance (student should be listed as main driver)

Motor Policy Schedule **Diamond**

This policy schedule provides important details about your policy. It must be read along with your 'Your Car Insurance Guide', which is available online at www.diamond.co.uk.

Your Details

Name: [] Policy number: P00209716
 Address: [] Issue date: 19/05/2016
 Issued by: Diamond
 Reason for issue: New Business
 Contact number: [] Email address: []

Car Details

Registration number: [] Immobiliser/Alarm: Engine Immobiliser
 Annual mileage (est.): 8000 Engine size: Not Provided
 Postcode where kept: [] Year make: 2007
 Manufacturer: FIAT Kept overnight: Driveway
 Model: PUNTO QIVA
 Modifications: None

Description of Cover

Type of cover: Comprehensive Policy sections that apply: ALL SECTIONS
 Years No Claims Bonus: 2 Period of cover: From: 13.04.19/05/2016 To: 00.00.00.19/05/2017
 Bonus Protection: None Type of use: Social, Domestic and Pleasure only
 Excess: £250 Embroidments that apply: See Overleaf

Premium Details (Excl. VAT)

Policy Upgrade: Included Insurance Premium: £367.00
 Windscreen Cover: Included Optional Extras sub-total: £0.00
 Insurance Premium Tax: £34.87
 Total: £401.87

Excess Details:
 An excess is the amount you must pay in the event of any claim, regardless of who is to blame for an incident.

9) If you have a claim and have Comprehensive cover, the following excesses apply:
 (wherever you must add the relevant Compulsory and Voluntary Excesses together to calculate the total amount you must pay in the event of any claim made)

Age of Driver in Charge at Time of Accident	Amount of Excess		
	Compulsory	Voluntary	Total
Less than 21 years	£250	+ £100	= £350
Age 21-24	£100	+ £100	= £200
Over 25 with full UK licence for at least 1 year	£0	+ £100	= £100
Over 25 with a provisional UK licence or full UK licence held for less than 1 year	£100	+ £100	= £200

10) If you make a claim for windscreen damage, and have windscreen cover, CT5 for replacement automatically included with Comprehensive cover, the following excess applies:
 CT5 for repair: £150

11) The Compulsory Excess stated above may change if you change your vehicle and/or add its previous/garage/your No Claims Bonus. Please remember any Voluntary Excesses you agreed at the start of the period of your new form part of the total excess which must be paid in the event of any claim made.

Insured Liability Notice

The Authorized Insurer obligates under contracts of insurance to which they subscribe are several and not joint, and are limited solely to the extent of their contractual subscriptions. This means that, if there are three insureds, each insured is only responsible for the proportion of cover that they agreed to provide under the terms of the contract. Each insured is therefore not responsible for any other insured who, for any reason, does not satisfy all or part of its obligations.

Extra Conditions (Endorsements) if applicable

Please read Extra Conditions (Endorsements) in Your Car Insurance Guide at www.diamond.co.uk.
 See endorsement 15 - drink and drugs.
 Excludes cover to drive other cars.